



62-64 New Road  
Basingstoke  
Hampshire  
RG21 7PW

Tel: 01256 323223  
Fax: 0871 4335592



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# Word Macros and VBA Programming

## Introduction

**Introduction** Microsoft Word is the latest release of one of the world's leading Windows word processors. Visual Basic for Applications (VBA) is a programming language that is an integral part of Microsoft Office. It allows users to build sophisticated automation into their work.

**Objectives** To give users an understanding of creating VBA code either by recording a macro or writing it from scratch. By the end of the course, participants will be able to develop specific applications and processes.

**Designed for** Existing users of Word. Participants should have attended our "Microsoft Word Advanced" course or attained a similar level of proficiency.

**Duration** One day

- Topics**
- Introducing VBA concepts and terms
  - How macros can automate your work
  - Recording, editing and debugging macros
  - Creating automatically executed macros
  - Creating Macro buttons
  - Working with word, sentence, paragraph objects
  - Working with documents
  - Interacting with the user
  - Making decisions within a procedure
  - Repeating actions within a procedure
  - Working with Modules
  - Advanced commands

**Follow-up** Individual consultancy and tuition as required

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**01256 323223**

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